

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY

volumes per year.

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Employees' Retirement System of Georgia Two Northside Drive, Suite 400 Atlanta, Ga. 30318 Date Completed Application Number Date Received NOV 22 1978 DEC 6 1978 2. Person to Contact **Working Title** Telephone Number Jim Hartsfield Division Director 656-2960 3. Action Requested a. 🖸 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c.

Amend Application No.

Check One:

Change;

Supercede;

Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1950 To Date State Employees Membership Annual Interest Summary Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: determining cumulative interest accured to members of the State Employees' Retirement System. Included are: Computer Output Microfilm (office and security copy) and bound volumes of interest summary files which lists members identification number, last reporting date, yearly and cumulative interest amounts. Also listed are the yearly and cumulative interest amounts for those members who do not have life insurance thru the State and those members with service prior to January 1954. (Note: Record series is being converted to computer output microfilm (COM). From 1950 to 1970 the series is in bound volumes of annual interest summaries. From FY 1971 to FY 1978 the series is in bound volumes of computer printouts and on magnetic tape at DOAS. These and succeeding years of records will be placed on COM. The bound volumes of records from 1950 to 1970 are being maintained in current files area). numerically by member number. 8. Monthly Reference Rate How often are records referred to which are: ; Seven to twelve months old ____; Thirteen to twenty-four months old _____ One to six months old __ twenty-five months and older 200 ? 9. Annual Rate of Accumulation of Records present accumulation Letter-size drawers _____; Cher (specify) appox. 3-4 bound

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